**Introduction**

Books and Beyond welcomes you and provides you with this Employee Handbook as an introduction to our company. We are committed to providing a successful environment for each employee that fosters growth and a mutually beneficial employment relationship. The policies and procedures set forth in this handbook were created with this goal in mind and serve as a guideline to basic employment expectations applicable to all employees of Books and Beyond. This handbook is not a contract of employment, expressed or implied.

This handbook is provided to you as a guide to most of the policies and practices that apply to our employment relationship. Please do not hesitate to ask the Vice President of Operations or the HR Department about any item discussed in this handbook. We believe that an organization is best served by a shared understanding of each other's roles and responsibilities. Our success depends on you, and your success depends in part upon your understanding and cooperation in following these policies. We are glad to have you on board and hope this guide will assist you in making this transition into our company.

Please read through your Employee Handbook for an understanding of the policies and procedures at Books and Beyond. The policies and procedures contained in this handbook may change or be revoked when necessary. You will be notified of any changes and provided the appropriate new information.

A very important factor in the successful operation of any business is communication. We will communicate as much as possible about company philosophies, goals, and objectives. Books and Beyond welcomes, encourages, and appreciates your feedback and input as part of our continued success.